

Number	Effective	Title	Owner
II-60	5-00	Holidays and Leaves	HR Manager

HOLIDAYS

As set by the Idaho Legislature, following are the ten officially observed state holidays in Idaho.

January 1		New Year's Day
January	(Observed 3rd Monday)	Martin Luther King, Jr./Human Rights
February	(Observed 3rd Monday)	President's Day
May 31	(Observed last Monday)	Memorial Day
July 4		Independence Day
September	(Observed 1st Monday)	Labor Day
October 11	(Observed 2nd Monday)	Columbus Day
November 11		Veteran's Day
November	(Last Thursday)	Thanksgiving
December 25	Christmas	

If the holiday falls on a Saturday, the preceding Friday shall be the observed holiday. If the holiday falls on a Sunday, the following Monday shall be the observed holiday. The observed holiday will be used to calculate holiday pay.

Holiday Leave and Flex Time: All full time employees will receive eight (8) hours of holiday pay for the above approved holidays, unless they have an approved flex schedule on file (see Flextime policy). Then they will receive holiday pay for the number of hours that they normally work.

Example: If an employee normally works 5 8-hour days, they will receive 8 hours of holiday pay. If an employee normally works 4 10-hour days and they have an approved flex schedule on file, they will receive 10 hours of holiday pay. If the holiday falls on their normal day off, the employee would take the preceding day off as their holiday.

Less than full time employees with regular work schedules will receive holiday pay in the same proportion to eight (8) hours that they normally work in a week to forty (40).

Example: If an employee normally works 30 hours each week, they will be paid 6 hours of holiday pay.

CREDITED STATE SERVICE (CSS)

Credited state service is the number of state service hours earned by each eligible state employee and is used in the calculation of retirement benefits.

Accrual: Credited state service (CSS) is earned on:

- all regular hours worked
- any overtime or EAL hours worked (not when taken off)
- any annual leave and/or sick leave taken (not when earned)

ANNUAL LEAVE

Accrual: Employees earn annual leave at the following rates for each hour they work, including overtime and EAL. The Leave Schedule is calculated on the number of hours worked. For a full time employee (works 2080 hours per year), it is basically equivalent to:

A = 0-5 years worked

B = 6-10 years worked

C = 11-15 years worked, and

D = more than 16 years worked.

The number of years will be longer for an employee who works less than full time.

Leave Schedule	Annual Leave Multiplier	No. Of Hours Accrued Per Year	Maximum No. of Accrued Hours Allowed
A	.04615	96 (12 days)	192 (24 days)
B	.05769	120 (15 days)	240 (30 days)
C	.06923	144 (18 days)	288 (36 days)
D	.08077	168 (21 days)	336 (42 days)

Annual leave will not accrue to any employee while on leave without pay or suspension or layoff.

If an employee accrues the maximum number of hours allowed, s/he will lose any further annual leave until they take annual leave to lower their accrued balance. No exceptions will be made unless the director or designee requests specific authorization in writing by the Board of Examiners in cases of unusual or extreme emergency situations.

Use of Annual Leave Annual leave must be earned before it is used. Annual leave must be applied for in advance by the employee and approved by the supervisor. The employee and supervisor will mutually agree on such time when annual leave will least interfere with the efficient operation of the department, taking into consideration vacation preference of the employee. Annual leave must be documented on the leave slip, signed by the employee and supervisor and submitted with the weekly time sheet to Payroll.

All employees are entitled to use their annual leave to the extent it has been accrued. If a covered employee has previous 6 month compensatory time accrued, it will be used before annual leave is used. *Exceptions to this is if the employee is at or near their maximum vacation accrual. Then annual leave will be used first to prevent the employee from losing it.* The Payroll Office reserves the right to adjust employee time sheets to comply with this policy.

Transfer and Separation An employee who transfers to another state department shall be credited accrued annual leave by the receiving department at the time of transfer. Upon separation from state employment, the employee will receive a lump sum payment for unused annual leave.

Exhaustion of Annual Leave If annual leave is exhausted during a pay period, any available EAL or compensatory time will be used until the employee returns to work. If no additional accrued leave time is available, the employee must obtain written approval for leave without pay through their supervisor from the director or designee prior to taking annual leave. If an employee goes on leave without pay without written approval from the supervisor, disciplinary action or dismissal may result.

SICK LEAVE

Accrual All employees earn sick leave at the rate of .04615 for each hour worked, including overtime and EAL. Sick leave does not accrue to any employee while on leave without pay or suspension without pay or layoff. Sick leave calculations are based on 2080 hours per year and equal approximately 12 days accrued per year. There is no maximum accrual of sick leave.

Use of Sick Leave Sick leave must be earned before it is used and shall only be used for actual sickness, disability, medical and health reasons requiring the employee's absence from work, or in situations where the employee's personal attendance is required for ILLNESS, DISABILITY, OR DEATH IN THE IMMEDIATE FAMILY. Vacation leave or other accrued leave may be used in lieu of sick leave.

In cases where sick leave exceeds three consecutive working days, the employee may be required to furnish the supervisor with written verification from a physician or other authorized practitioner.

Disability If the employee becomes disabled and is unable to return to work after six months or when sick leave has been exhausted, whichever is longer, the employee's position will be declared vacant and the employee's name placed on a departmental layoff list. Retention points need not be calculated unless there are other employees on the departmental layoff list in the same class. Such employees are entitled to all layoff and reinstatement rights when released by their physician to return to work. The disabled employee's name will not be certified from the layoff list until the Division of Human Resources has been notified that the employee is able to return to work. (See also Donated Leave policy and FMLA policy.)

Notification It is the responsibility of the employee to notify the supervisor in the event of illness or injury which prevents reporting to work. Notification shall be made directly to the immediate supervisor within the first hour of regularly scheduled work if at all possible.

Medical appointment Classified employees are entitled to work time for up to two hours per medical appointment, five times per calendar year. Medical appointments include personal or family member medical, dental or optical examinations or treatment, or EAP visits. This time is charged to Administrative Leave With Pay. Employees will document this time as "medical appointment" on the first blank line in the top part of the Payroll Time Sheet (under EAL Taken). The supervisor and employee will keep track of the number of appointments. If the employee is on authorized leave at the time of appointment, this policy does not apply. Sick leave is used after the five visits have been exhausted within the calendar year.

Maternity Leave Disabilities caused by or contributed to by pregnancy, childbirth or related medical conditions are considered temporary disabilities and shall be treated as such for sick leave purposes. Maternity leave shall be granted under the same conditions and requirements as other compensable and noncompensable leave under these rules. The employee's physician shall be considered the sole authority in determining the disability period insofar as compensable sick leave is concerned. Maternity leave preceding and following the time that the employee is disabled shall be leave without pay unless the employee elects to use accrued vacation leave or compensatory time off for overtime. The employee may continue to work as long as she is physically capable of performing the duties of her position and may return to work as soon as she is physically able as determined by her physician. (See also Donated Leave policy and FMLA policy.)

Transfer and Separation An employee who transfers to another state department shall be credited their accrued sick leave by the receiving department at the time of transfer. Sick leave is forfeited at the time of separation from State service; however, if the employee is subsequently reinstated, all remaining sick leave credits are also reinstated.

Retirement Unused sick leave hours accumulated from July 1, 1976 to the time of retirement can be applied towards Blue Shield insurance premiums using the following formula and applying the Leave Schedule limits:

1. Determine the number of unused sick leave hours earned from July 1, 1976 to retirement date.
2. Divide that number by 2. Compare this number to the maximum number of hours allowed by the employee's Leave Schedule. If the number exceeds the maximum allowable, use the maximum allowed.
3. Multiply that number by the employee's hourly salary at the time of retirement.
4. The final dollar figure is applicable to the employee's Blue Shield insurance premium payments.

The leave schedule is calculated on the number of hours worked. For a full time employee (works 2080 hours per year), it is basically equivalent to:

Leave Schedule	Approx. No. of Years Worked	Maximum No. of Accrued Hours Allowed
A	0-5	420
B	6-10	480
C	11-15	540
D	16 +	600

NOTE: The maximum number of accrued hours allowed was amended with Senate Bill 1390, effective July 1, 2000.

Example:

1. 1000 hours of unused sick leave hours since July 1, 1976 to retirement date.
2. $1000/2 = 500$ hours. For an employee on Leave Schedule D, the maximum number of hours allowed is 600.
3. Multiply 500 times \$10.41, the hourly salary at the time of retirement.
4. \$5,205.00 can be applied to the employee's insurance premium payments after retirement.

Using this same example, an employee on Leave Schedule B, the maximum number of hours would be 480, so the calculation would be:

$1000/2 = 500$, 480 allowed, $480 \times \$10.41 = \$4,996.80$ applied to insurance premiums

SPECIAL LEAVES

Rest Periods Employees may be granted two 15-minute rest periods during each work day. These rest periods are privileges rather than rights--please take care not to abuse them.

Lunch Breaks Employees are required to take at least 1/2 hour lunch break each work day. The amount of time off and the scheduling of lunch breaks will be determined by the employee's work schedule as approved by the immediate supervisor.

Division of Human Resources Tests and Department Interviews With approval of the supervisor, classified employees may be granted work time to take Division of Human Resources tests and placement interviews, provided the exams or interviews are for positions within IDPR. If the exam or interview requires traveling, it is up to the supervisor used to grant use of a state vehicle.

Compensatory time or annual leave may be granted to employees taking Division of Human Resources tests for positions with other state departments.

Administrative Leave At the discretion of the director or designee, an employee may be granted administrative leave with pay. A memo requesting the leave, designating the duration of the leave and the reason for the leave, must be submitted to the department director or designee through the immediate supervisor for approval.

Wellness Administrative Leave This program is designed as an effort to assist employees who are motivated to improve their personal wellness. (See also Wellness policy, II-140)

All classified employees working a 40-hour week will be allowed administrative leave for bonafide cardiovascular exercise programs, organized smoking cessation, substance abuse and weight control programs. Administrative leave is not available for seasonal or temporary employees.

Administrative leave will be allowed for one-half hour per day up to 3 times per week. The one-half hour of administrative leave is not cumulative and must be taken during regularly scheduled work days. The programs do not have to fall within the employee's regularly scheduled working hours to qualify. If the employee is on authorized leave for the full day (sick, vacation, comp time taken, etc.) this policy does not apply.

While all classified employees can participate in the program, an agreement needs to be reached between employee and supervisor regarding what days and times can be accommodated in the work schedule. It is also important for the employee and supervisor to agree if the days and times can be flexible and how this will be communicated. If work flow, staff scheduling or other considerations prohibit the supervisor from allowing flexibility, regular hours and days will be established. There may be days when operational necessity will preclude an employee from their regularly scheduled wellness program.

Employees wishing to participate in the program will complete and discuss IDPR's Wellness Agreement (example in Wellness Policy, II-140) with their supervisor. The supervisor will sign and forward the agreement to the Payroll Office. They will be maintained with the time sheet files and will be renewed every 3 months. Employees will report wellness administrative leave on their time sheets.

Leave of Absence Without Pay An employee may, with the written approval from the director or designee, be granted a leave of absence without pay when such leave shall not have an adverse effect upon the agency. Such leave shall not extend beyond a period of one year. A leave of absence may also be granted to an employee to assume an exempt position in Idaho State service. A leave of absence to assume an exempt position is limited to the period of time the employee would be eligible for reinstatement.

A request for leave of absence without pay must be in writing and must establish reasonable justification for the approval of the request. The director approving the leave of absence without pay assumes full responsibility to return the employee to the same position or a comparable one in terms of pay, status, and responsibility at the expiration of the leave of absence without pay. Exceptions to this rule may be approved in writing by the Division of Human Resources.

Employees are required to exhaust accrued vacation leave, compensatory time, and EAL before being granted leave of absence without pay.

Court and Jury Service When an employee is directed by proper authority to appear as a witness for the federal government, the state of Idaho, or for a political subdivision thereof, or to attend court in any capacity in connection with an official state duty, s/he shall not be considered absent from duty and will not require leave for this purpose. In this case, the employee shall not be entitled to receive compensation from the court. Necessary travel expenses (mileage, lodging, meals, and miscellaneous expenses) incurred by a state employee in connection with this duty will be reimbursed by the department in accordance with state travel regulations and procedures.

When a classified employee is summoned by proper judicial authority to serve on a jury or to appeared in court as a witness in a capacity other than in connection with state duty, s/he shall be granted leave of absence with pay for the time required. In this case, the employee shall be entitled to keep fees and mileage reimbursement paid by the court in addition to regular salary. Travel expenses in connection with this duty are not subject to reimbursement by the State.

Election Leave When requested by the employee, an appointing authority shall grant leave with pay, without charge to vacation leave or comp time off for overtime, for voting in primary, general, municipal, school, or special elections in those instances where the employee's assigned work would interfere with him/her being able to vote. Employees requesting this leave need to submit a memo prior to the date to their immediate supervisor for approval. If approved, this leave should be noted on the Payroll Weekly Time Sheet.

Religious Leave Appointing authorities shall make reasonable accommodations to the employee's need for religious observances. Such leave shall first be charged the employee's accrued vacation leave or comp time off for overtime.

Military Leave With Pay Employees of the State of Idaho who are members of the National Guard or who are reservists in the armed forces of the United States who are directed by proper military authority to participate in ordered and authorized field training under the National Defense Act shall receive military leave with pay for a maximum period of 15 working days in any one calendar year. Such leave does not affect normal vacation or sick leave in any way. (46-216)

Military Leave Without Pay An employee in the classified service serving in a full-time position who has probationary, provisional, or permanent status who leaves the position either voluntarily or involuntarily in order to perform active military duty and who is relieved or discharged from such duty under conditions or other than "dishonorable," shall be, upon application, reemployed in the former position, or a comparable position, without loss of seniority, status, or pay. The reemployment application must be made within ninety (90) days after separation from military service or from hospitalization continuing after discharge for a period of not more than one year.

Periods of General Emergencies When conditions such as severe weather, civil disturbances, loss of utilities, physical plant failure or similar disturbances occur in an affected area or specific location, state facilities may be ordered closed. The decision to close a state facility or declare it inaccessible shall be at the discretion of the director.

When a state facility is closed or declared inaccessible, affected employees shall be authorized administrative leave to cover their normally scheduled hours of work during the period of closure or inaccessibility.

An employee who works at a state facility during a declared period of closure or inaccessibility shall be paid his/her regular salary for work during the employee's normal hours of work. In addition to being paid for time worked, such employee shall be granted compensatory time off equal to the number of hours worked during the declared period of closure or inaccessibility. If overtime is worked, such overtime shall be compensated for as provided in the "Overtime Section."

If a state facility has **NOT** been declared closed or inaccessible during severe weather or other emergency conditions, but such conditions prevent an employee from reporting for work, the affected employee shall be permitted to use accrued vacation leave or comp time credits to cover the period of absence from duty. If the employee has no vacation leave or comp time credits, the absence from duty shall be charged without pay.

When a severe storm occurs during the day, the director may authorize early release of employees. Such early release shall be treated as administrative leave with pay.

UNAUTHORIZED ABSENCE

Failure to Report to Work When an employee does not report to work and is not on authorized leave and did not contact the supervisor, the department may make the determination that the employee has voluntarily resigned.

Failure to Return to Work An employee who has not returned to work after being released by a physician shall be considered as having voluntarily resigned unless leave is approved by the supervisor.